Manpower Information Systems Support Office-02

MISSO-02

09/10/16

Mission

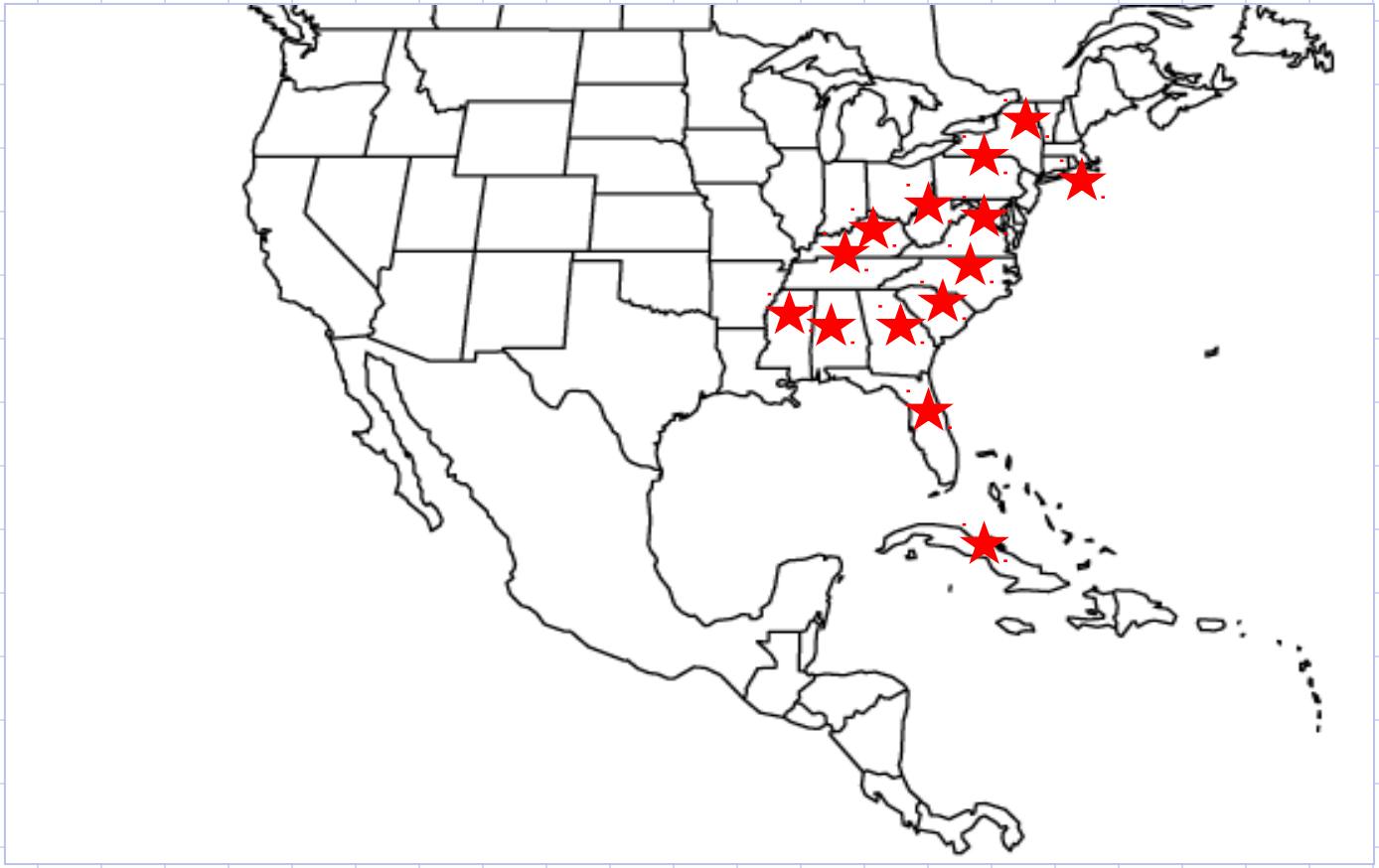
- **To assist reporting unit commanders in the accurate and timely reporting, problem resolution, quality control and retrieval of MCTFS manpower, personnel and pay information for units in garrison or while deployed. Provides technical assistance on class 1&2 systems.**

OPERATIONS

- MARINE EXPEDITIONARY UNITS
  - SPEC OPS CAPABLE EXERCISE
- UNIT DEPLOYMENT PROGRAM
- WEAPONS TRAINING INSTRUCTION
- COMBINED ARMS EXERCISE
- MC SECURITY FORCE COMPANIES
- MARINE SUPPORT BATTALIONS
- MARINE FORCES EUROPE
- MARINE FORCES UNITAS
- OPERATION ENDURING FREEDOM

and ongoing real world situations.

MISSO-02 Jurisdictional Responsibilities



09/10/16

EAST

- NS GUANTANAMO BAY CUBA
- ATLANTIC OCEAN
- MEDITERRANEAN SEA
- ADRIATIC SEA

EUROPE

- KEFLAVIK ICELAND
- LONDON ENGLAND
- ROTA SPAIN
- NAPLES ITALY
- BOEBLINGEN GERMANY

WEST

- MCAS YUMA ARIZONA
- MCB 29 PALMS CALIFORNIA
- JAPAN
  - IWAKUNI
  - OKINAWA

SOUTH AMERICA

- VENEZUELA
- COLUMBIA
- ECUADOR
- ARGENTINA
- PARAGUAY
- PERU
- CHILE
- URUGUAY
- BRAZIL

Purpose

- To capitalize on the strengths of personnel to maximize the productivity of the MISSO, and therefore providing better support to the Juris.

Personnel Strengths

- **SSgt Riley** – well versed with the programs that the MISSO supports, possesses a solid background of information systems support, excellent at troubleshooting computer/system errors.
- **SSgt Stockton** – excellent at researching administrative problems to determine whether the source of the error was a system problem or procedural, good at manipulating system logic to correct erroneous records.
- **SSgt Murray** – has an outstanding rapport with deployed administrators, coupled with a solid comprehension of UDMIPS, 3270, and ODSE.

Operations Chief

- Area of responsibility includes software related problems and the management of UDMIPS, DTMS, Web Orders, and 3270.
- Manage ELSIG's (Online/Off Line) for MISSO.
- Manage the MISSO's server.
- Manage MISSO funds and accounts.
- Coordinate and conduct site visits and training to RU's.
- Develop curriculum for the training of personnel in the Juris.
- Maintain MISSO's website.
- Senior ISC
- Training Chief.

Quality Control Chief

- Area of responsibility includes management of SMB account and daily tasks of MISSO analysts.
- Research and resolve non-software related problems.
- Submit PIR’s to HHQ as necessary.
- Ensure quality customer service to the Juris.
- Manage ODSE requests and installation.
- Certify MISSO’s UD’s and DFR’s.
- Support the Operations Section for Software Release and other events which impact the Juris.
- Conduct site visits and training as necessary.
- Develop curriculum for the training of personnel in the Juris.
- Ensure the personal and professional development of the Marines of the QC Section.

Deployment Chief

- Area of responsibility includes providing dedicated MISSO support to deployed RU's.
- Ensure quality customer service to deployed RU's.
- Coordinate all briefs and training for deploying RU's.
- Support the Operations Section for Software Releases and other events which impact the Juris.
- Conduct site visits and training as necessary.
- Develop curriculum for the training of personnel in the Juris.
- Certify event diaries for the Juris.

THE MISSO TEAM

CWO3 Lewis-OIC

MGySgt Reyes – SNCOIC

SSgt Riley—Operations Chief

Sgt Stockton—Quality Control Ops Chief

SSgt Magwood—Asst Quality Control Ops Chief

SSgt Murray—Quality Control Chief

Sgt Black—Deploy Chief

Sgt Shepherd-Analyst

Sgt Miller—Analyst

Sgt Safstrom-Analyst

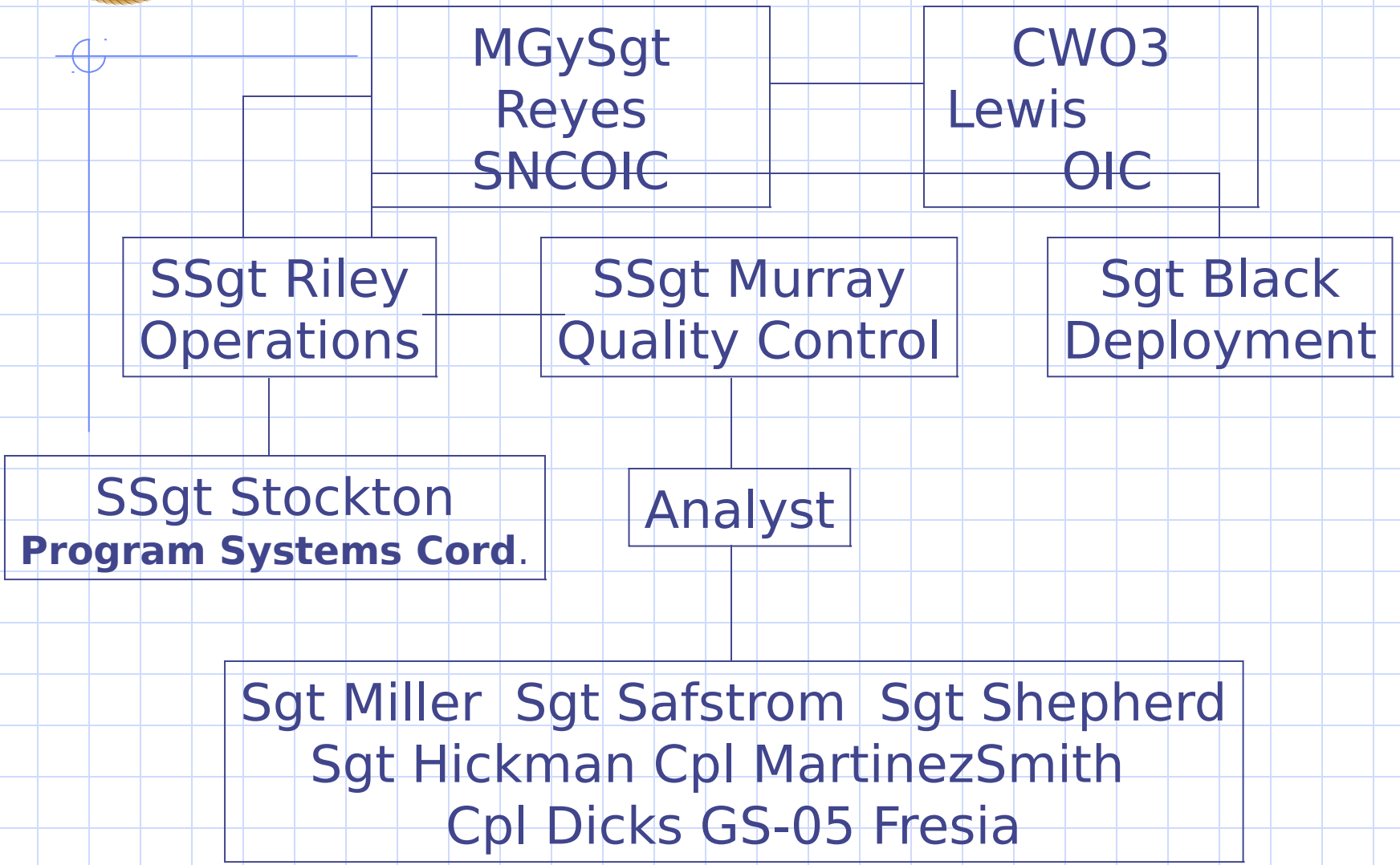
Sgt Hickman-Analyst

Cpl Martinez-Smith—Analyst

Cpl Dicks—Analyst

Ms Katherine Fresia--Analyst

MISSO-02


MGySgt
Reyes
SNCOIC
CWO3
Lewis
OIC
SSgt Riley
Operations
SSgt Murray
Quality Control
Sgt Black
Deployment
SSgt Stockton
Program Systems Cord.
Analyst
Sgt Miller Sgt Safstrom Sgt Shepherd
Sgt Hickman Cpl MartinezSmith
Cpl Dicks GS-05 Fresia

MISSO'S OBJECTIVES

- To Provide technical assistance for RUs, as required, to resolve pay and personnel reporting problems in their personnel reporting jurisdiction.
- To provide commanders and their personnel with the training and education required for reporting requirements via UD/MIPS, On-line access, as well as other manpower information systems such as the Operational Data Store Enterprise (ODSE), Document Tracking Management System (DTMS), Web Orders System and Marine On-Line (MOL).
- To develop, in conjunction with the jurisdictional commander and major subordinate commands, a deployment plan for contingency operations.
- To monitor the processing and file updates of MCTFS data at the local processing site and data transmission

We will achieve these objectives by providing:

- ACCURATE INFORMATION
- EFFICIENT RESPONSE TO TROUBLE CALLS
- QUALITY CUSTOMER SERVICE

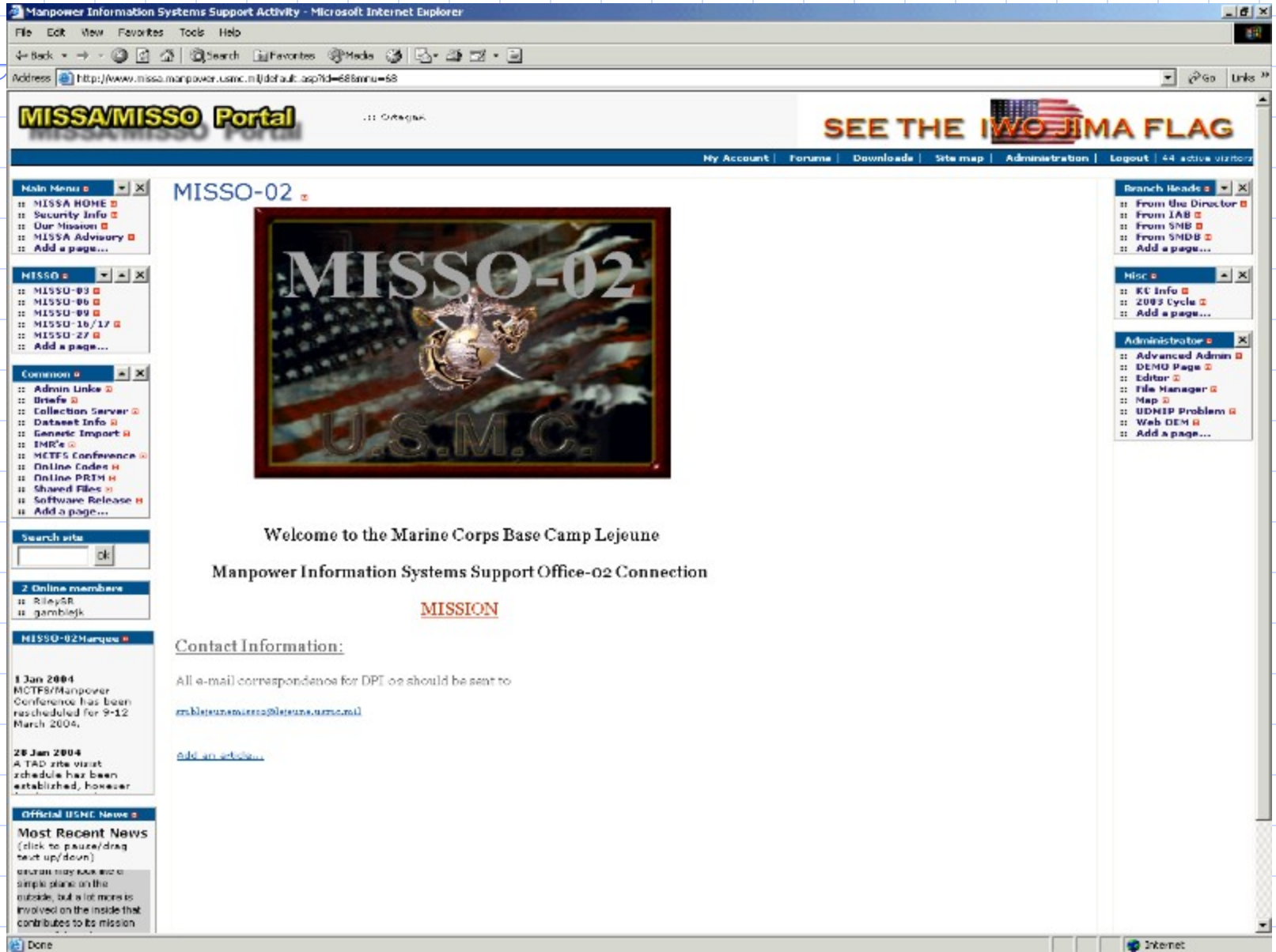
In our continued effort to provide quality support we will:

Create and generate quality control reports to provide units with an additional tool for accurate reporting.

Enhance our training efforts to provide quality training as its needed.

Remain actively involved in the ever changing admin world and keep our unit informed and up to date through our web site – http://www.missa.manpower.usmc.mil/default.asp?id=68&mnu=68

MISSO-02 Website



Key aspects accessible to our Jurisdiction through our website:

- Downloads
  -The MCTFS monthly cyclic calender
  -Updated ODSE catalogs
  -A link to update your ODSE password
  -Access to the online MCTFS Prim
- Classes
  -Various power point presentations of major administrative issues: ODSE, Reflections, Collection Se MGIB, and Deployment
- MISSO Advisories
- Software Release Info
  -The latest software release information is available al with the notice, and classes over changes

Website contd’

- Document Tracking Management System

-DTMS manual and a presentation on how to access and usage.

- Web Orders

-Provides a users manual and presentation

- Thrift Savings Plan

-Complete outline of the TSP program

-Provides additional forms for TSP

CONTACT US

MISSO-02 is located directly inside the main gate of Camp Lejeune in building 712.

Our normal hours of operation are from 0730-1630, Mon-Fri.

Phone numbers are: 451-7744/7745/3038/3039/2708

Fax number is: 451-2853

If dialing DSN, the prefix is – 751

We can all be reached by e-mail at SMBLEJEUNEMISSO2@lejeune.usmc.mil

Do not hesitate to contact us if there is a

MISSO-Q

QUESTIONS?

Camp Lejeune, NC

09/10/16